



UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Nevada

EMPLOYMENT OPPORTUNITY
Announcement Number 07-01-09NVB

Position Title: **CLERK OF COURT**

Location: **Las Vegas, Nevada**

Classification Level: **Judicial Salary Plan (JSP)-17** (equivalent to GS-17 in the Executive Branch)

Salary Range: **\$141,193 to \$153,416** (includes a 12.64% Locality Pay Differential)

Closing Date for Applications: **March 31, 2007**, or until position is filled

Date Position Available: **August 2007**

POSITION OVERVIEW

The Bankruptcy Court of the District of Nevada consists of four active, full time judges and a staff of 55 employees. The court's main office is in Las Vegas with a divisional office in Reno. Under the direction of the chief judge of the court, the Clerk of Court is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. As the chief administrative officer for the court, the Clerk oversees the overall management of the operational functions of the Las Vegas and Reno offices. These duties include:

- consulting with, and making recommendations to, the judges regarding court policies and procedures;
- preparing and managing the annual budget;
- providing direction and leadership to the operations staff responsible for case management functions, courtroom support needs, information technology services, statistical analyses and reporting requirements, internal controls, inventory control and human resources management;
- supervising the procurement and financial management activities of the court;
- hiring, assigning, training and developing personnel;
- establishing and continually maintaining the relationships with the various courts in the circuit, the practicing bar and other government agencies having business with the court; and
- traveling to the divisional office and to other meetings and conferences as required.

MINIMUM QUALIFICATION REQUIREMENTS

A bachelor's or higher degree from an accredited college or university in public, court, or business administration, or closely related field, AND ten years of progressively responsible administrative experience in public service or business which provided a thorough understanding of organizational, procedural, and human aspects of managing an organization. At least three of the ten years' experience must have been in a position of substantial management responsibility. Educational substitutions will be allowed to a limited degree.

DESIRABLE QUALIFICATIONS

- a performance history that demonstrates skills in managing limited resources against multiple demands;
- excellent leadership, organizational and analytical skills;
- strong interpersonal, written and oral communication skills;
- excellent problem solving skills with the ability to analyze problems and assess the practical implications of alternate solutions;
- an understanding of the operational processes in a court environment;
- working knowledge of the Bankruptcy Code and Rules and of legal terminology and processes;
- good working knowledge of computer technology and experience with case management automated systems used in a court;
- ability to work effectively with judges and other court management staff and maintain a professional appearance and demeanor at all times.

CONDITIONS OF EMPLOYMENT

Employees of the court serve "AT WILL," and as such, can be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. ALL applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation. This position is subject to mandatory participation in EFT (electronic fund transfer), direct deposit of pay.

BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 13 days paid vacation per year for the first 3 years of employment; 20 days per year up to the 15th year; thereafter, 26 days per year. Sick leave is earned at 4 hours per pay period (104 hours per year);

- participation in the federal retirement program and tax-deferred Thrift Savings Plan (similar to a 401K plan);
- optional participation in a Federal health insurance program of your choice with pre-tax premium deduction;
- optional participation in the Federal employees' group life insurance program;
- up to 10 paid holidays per year;
- optional enrollment in the judiciary's group long-term disability insurance, long-term care insurance, flexible spending accounts, and commuter benefits program;
- creditable time-in-service in other federal agencies, or in the military, will be added to judiciary employment when computing employee benefits.

HOW TO APPLY

Send a comprehensive resume, outlining your educational background, employment, salary history, and other relevant information to:

Honorable Gregg W. Zive, Chief Judge
United States Bankruptcy Court
District of Nevada
300 Booth Street
Reno, Nevada 89509

If sending by email: personnel@nvb.uscourts.gov

THE U. S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER